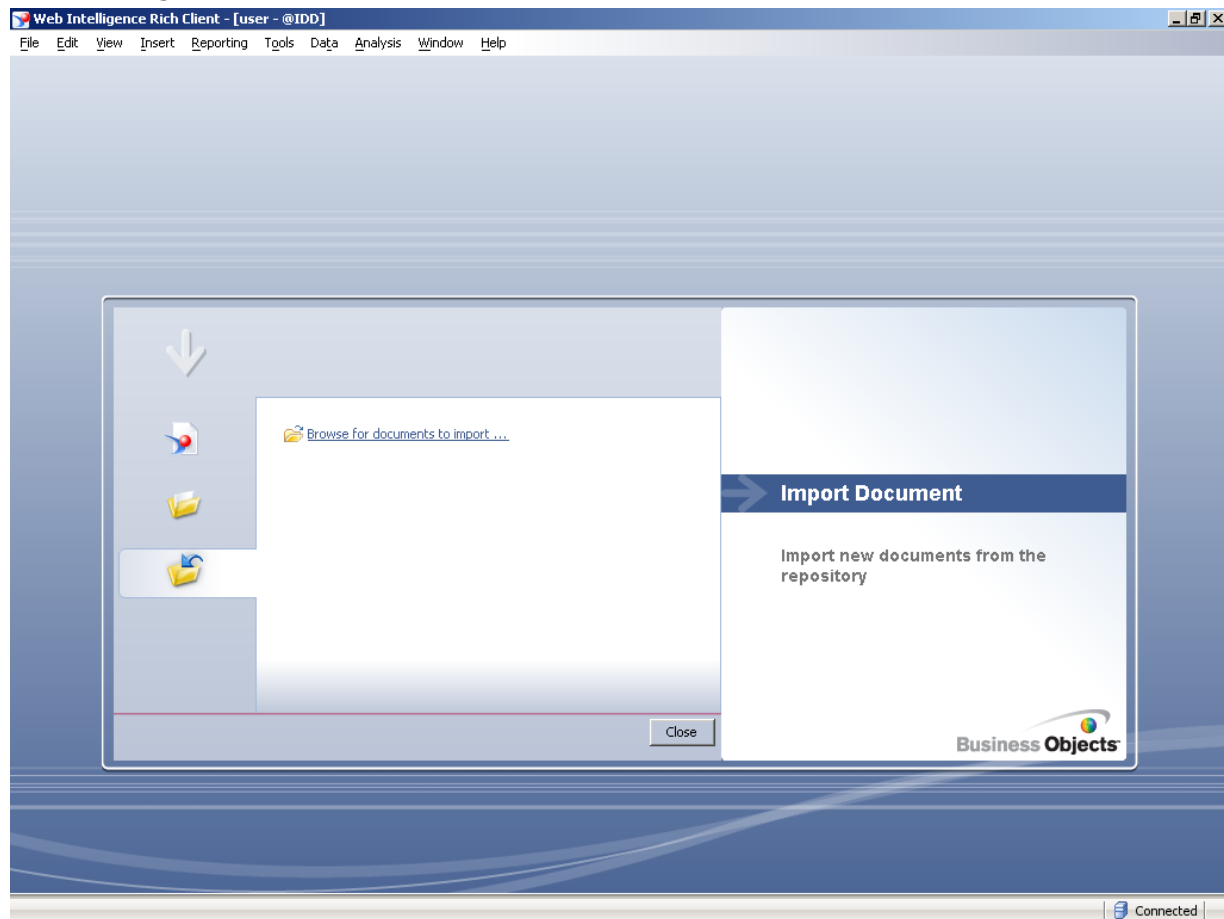


## Importing and exporting documents

### Procedure

1. Start the transaction using the menu path or transaction code.

### Web Intelligence Rich Client



2. Click **Browse for documents to import....**

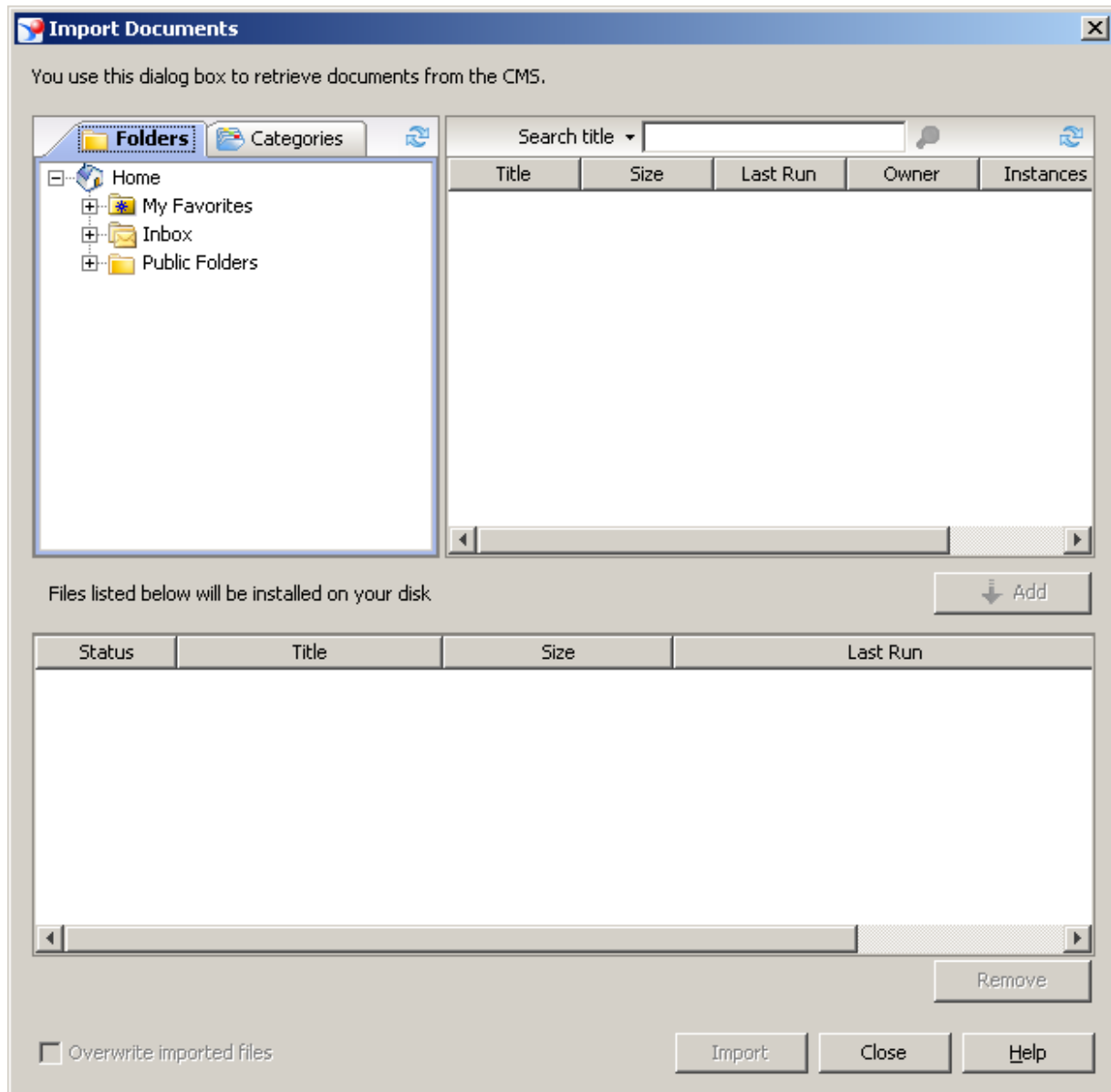
You can import and export a Web Intelligence Rich Client document from or to a public folder or your Inbox.

In this lesson, you import a document from your Inbox and then export the document to a public folder or category.

## Importing and exporting documents

Once you have logged into the Web Intelligence Rich Client, hover your mouse over Import a document from the repository to begin at the Import Document screen.

### Import Documents



**Import Documents**

You use this dialog box to retrieve documents from the CMS.

**Folders** | **Categories**

- Home
  - My Favorites
  - Inbox
  - Public Folders

Search title ▾

Title	Size	Last Run	Owner	Instances
-------	------	----------	-------	-----------

Files listed below will be installed on your disk

Status	Title	Size	Last Run
--------	-------	------	----------

☐ Overwrite imported files

Import Close Help

## Importing and exporting documents

- Click the **Inbox** tree item.

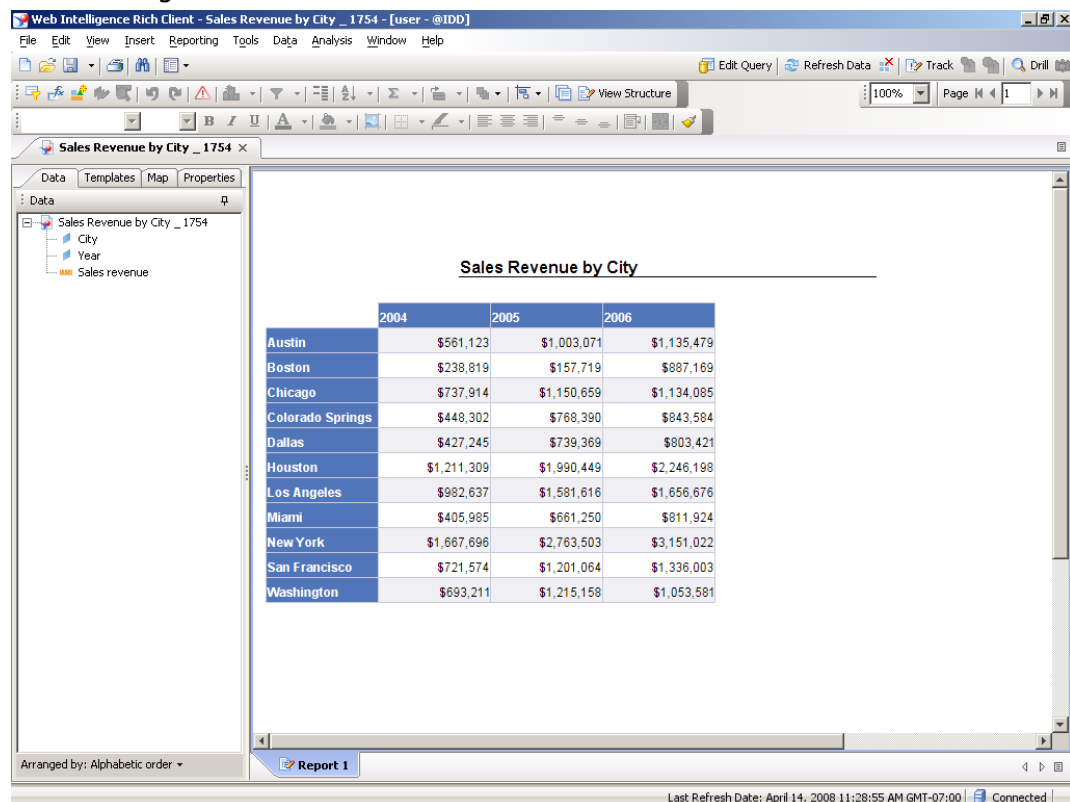
In the Import Documents dialog box, you choose which documents to import from the Central Management Server.

- Click the **Sales Reven...** list item.
- Click **Add**.
- Click **Import**.
- Click the **Click to continue** link.

An information box confirms that the import was successful.

- Click **Open All**.

## Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The title bar reads 'Web Intelligence Rich Client - Sales Revenue by City \_ 1754 - [user - @IDD]'. The menu bar includes File, Edit, View, Insert, Reporting, Tools, Data, Analysis, Window, and Help. The toolbar contains icons for Edit Query, Refresh Data, Track, Drill, and View Structure. The main window displays a report titled 'Sales Revenue by City' with a table showing sales revenue for various cities from 2004 to 2006. The left pane shows a tree view with 'Sales Revenue by City \_ 1754' expanded, showing 'City' and 'Year' dimensions, and 'Sales revenue' as the measure. The bottom status bar indicates 'Arranged by: Alphabetic order', 'Report 1', and 'Last Refresh Date: April 14, 2008 11:28:55 AM GMT-07:00 | Connected'.

	2004	2005	2006
Austin	\$561,123	\$1,003,071	\$1,135,479
Boston	\$238,819	\$157,719	\$987,169
Chicago	\$737,914	\$1,150,659	\$1,134,085
Colorado Springs	\$448,302	\$768,390	\$843,584
Dallas	\$427,245	\$739,369	\$803,421
Houston	\$1,211,309	\$1,990,449	\$2,246,198
Los Angeles	\$982,637	\$1,581,616	\$1,656,676
Miami	\$405,985	\$661,250	\$811,924
New York	\$1,667,696	\$2,763,503	\$3,151,022
San Francisco	\$721,574	\$1,201,064	\$1,336,003
Washington	\$693,211	\$1,215,158	\$1,053,581

## Importing and exporting documents

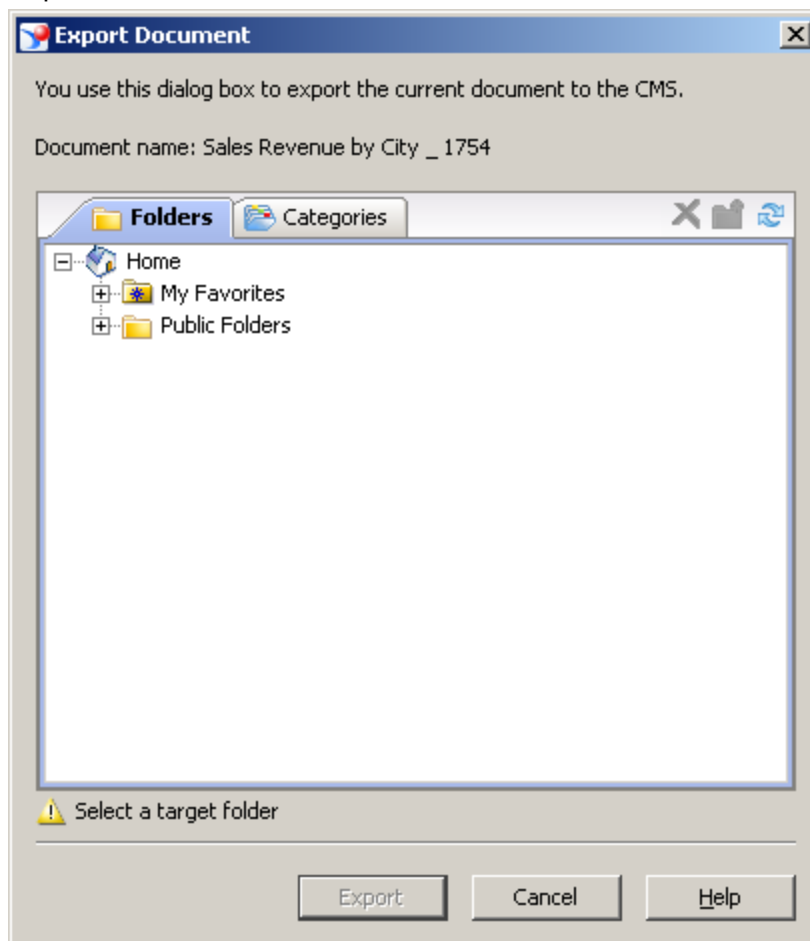
9. Press [Enter] to continue.

You have successfully imported a document from your Inbox that was visible only to you. Now, you can save this document to a public folder on the Central management Server to share it with others.

Press **[Enter]** to continue.

10. Click the **File** menu.
11. Click **Export to CMS....**

### Export Document



## Importing and exporting documents

12. Click the + before the **Public Folders** tree item.

In the Export Document dialog box, you choose where you would like to save the document on the Central Management Server.

13. Click the **eFashion Sales Documents** list item.

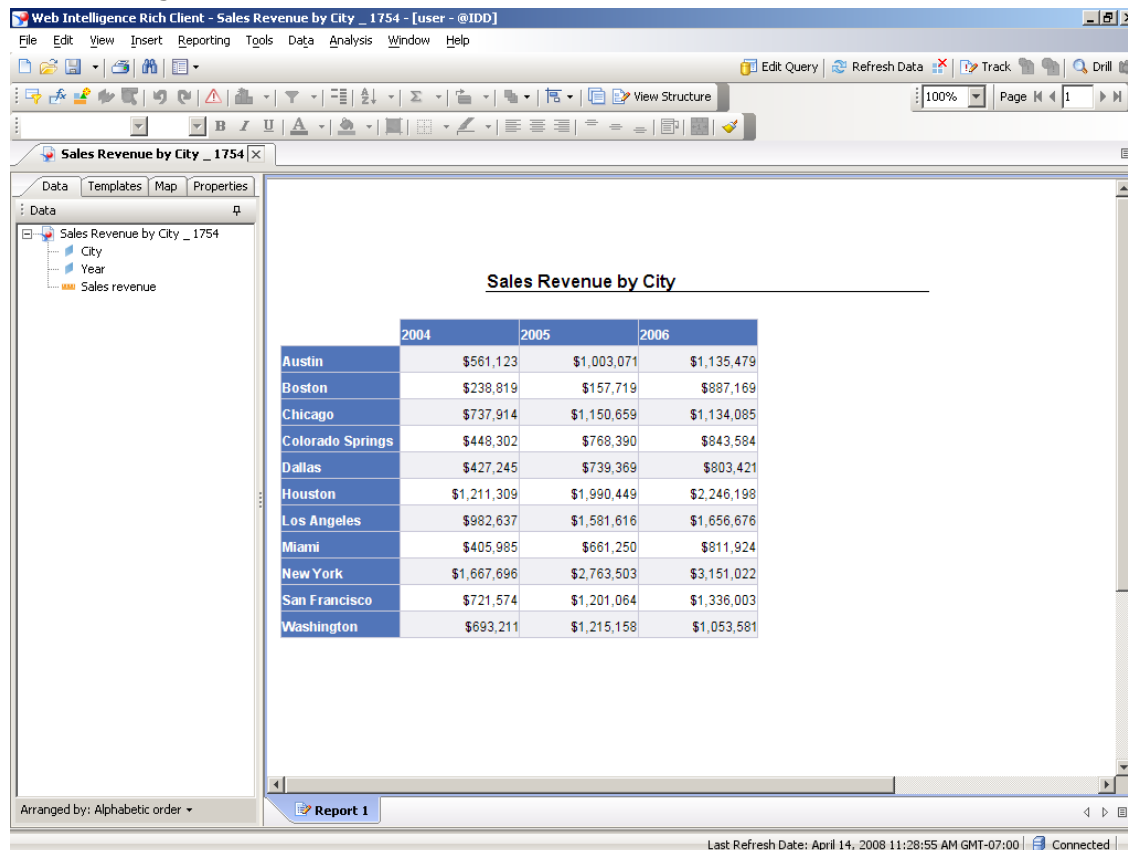
Export the document to the eFashion Sales Documents folder.

14. Click **Export**.

15. Click **Close**.

An information message indicates that the Export was successful.

## Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The main window displays a report titled "Sales Revenue by City" for the year 1754. The report is structured as a table with columns for the year (2004, 2005, 2006) and rows for various cities. The left pane shows the data structure with "Sales Revenue by City \_ 1754" expanded, showing "City", "Year", and "Sales revenue". The bottom status bar indicates the last refresh date as April 14, 2008 11:28:55 AM GMT-07:00 and the connection status as "Connected".

	2004	2005	2006
Austin	\$561,123	\$1,003,071	\$1,135,479
Boston	\$238,819	\$157,719	\$887,169
Chicago	\$737,914	\$1,150,659	\$1,134,085
Colorado Springs	\$448,302	\$768,390	\$843,584
Dallas	\$427,245	\$739,369	\$803,421
Houston	\$1,211,309	\$1,990,449	\$2,246,198
Los Angeles	\$982,637	\$1,581,616	\$1,656,676
Miami	\$405,985	\$661,250	\$811,924
New York	\$1,667,696	\$2,763,503	\$3,151,022
San Francisco	\$721,574	\$1,201,064	\$1,336,003
Washington	\$693,211	\$1,215,158	\$1,053,581

## Importing and exporting documents

---

16. Press [Enter] to continue.

The document is now a public document.

Press **[Enter]** to continue.